Instructions for Accessing the CMBL/HUB Vendor Registration System

1. Go to the Texas Comptroller's website at **www.window.state.tx.us**

2. Select the "**State Purchasing"** tab at the top of the page.

3. Scroll down and on the right hand side of the screen select the "**Modify CMBL/HUB Account**" button.

4. *Important* - Have you previously used TxComptroller eSystems (formerlly MyCPA) to register or manage your company's HUB and/or CMBL vendor profile?

   • If **Yes**, enter the User ID and Password you created when you established your profile and select "**Login**" (skip to instruction number 5).

   • If **No**, select "**Sign up**" to create and establish your user profile account as follows:

     - **First-Time User: Create Profile** screen - Create a user ID (minimum seven characters) and enter the requested registration information, including your email address, your name, telephone number and password (minimum of eight characters). Select "**Continue.**"

     - **Select Security Question and Answer** screen - Select a security question and provide an answer (minimum five characters), and select "**Continue.**"

     - **Accept Terms of Use** screen - Read terms of use, check the "**I agree**" box and select "**Create User Profile**" to acknowledge your acceptance and agreement to comply with Terms of Use for TxComptroller eSystems.

     - **User Profile Created** screen - Your login is now set up. Select "**Continue**" to go to the menu.

5. eSystem Menu screen - Select "**Manage CMBL and HUB Accounts**" in the right-hand column.

6. Manage CMBL and HUB Accounts screen - Enter the first 11 digits of your 13-digit VID number, and select "**Continue.**"

   • Tip: Look up your VID number online at www.window.state.tx.us/procurement/cmbl/cmblhub.html

   • More instructions for finding your number are availble under the "Help with this page" link found in the upper right of this screen.

7. **CMBL/HUB Access** screen

   • *Assigned Locations* - If the vendor profile account you wish to access appears here, select it (continue to instruction number 8 of this page below).

   • *Available Locations* - If the vendor profile account you wish to access appears here, select it and take the following steps to associate your user profile with that location:

     - **CMBL/HUB - Enter Personal Identification Code** screen - Enter the personal identification code referenced in your CMBL renewal letter.

     - **CMBL/HUB - Access Disclaimer** screen - Read the disclaimer, check the box next to "**I Agree**" and select "**Continue.**"

     - **CMBL/HUB - Access Rights Confirmed** screen - Select "**Continue.**"

     - **CMBL/HUB Access** screen - The vendor profile account you previously selected should now appear under *Assigned Locations.* Select it to go to the next screen.

8. Select the "**View/Edit Vendor Profile**" or "**Pay CMBL Fee.**"

   *Note: We encourage you to first "**View/Edit Vendor Profile**" and review your company's vendor profile information to ensure that it is complete then update if necessary before selecting the "**Pay CMBL Fee"** option.*